

# Employment

JSEC NEWS

## *Lake Co Job Service Workforce Center Website*

So much information and so little time! Do you feel at times there are websites that have too much information? You are not alone. You ponder where you need to start researching employment law or developing an employee handbook or what progressive discipline is. As an employer your plate is already full juggling hiring, training, and retaining employees as well as just keeping the doors open? There's help!



Go to the following web site: <http://jsd.dli.state.mt.us/local/polson/>. Click on Employer Services. There is information about writing job descriptions, job interviews, and checking references. You can also download samples and forms regarding job applications, reference checks, performance evaluations, progressive discipline, and disciplinary notices. The Job Service Employers' Committee (JSEC) previous newsletters are on this site, under Employer News.

Check out <http://www.employmentmt.com/>. Click on the drop down site menu and click on more resources. This provides you a lot of information regarding state agencies.

Please feel free to contact June Littlefield at the Job Service office, 883-7883, and she would be happy to provide you with a hard copy of the information you desire.

Enclosed is your guide for  
**Child Labor Laws**

## **JOB SERVICE EMPLOYERS' COMMITTEE** **SCHOLARSHIP WINNERS**

Recently, two Lake County Job Service Employers' Committee (JSEC) scholarships were awarded to local students in the amount of \$500 each. Raeann Campbell, JSEC Chair, awarded Hayley Wheeler of Saint Ignatius High School with a \$500 scholarship. Hayley will be attending Idaho State University in September and will be studying dental hygiene. Mike Shoquist, Manager of the Lake County Job Service Workforce Center, awarded the second \$500 scholarship to Charla Bick of Ronan High School. Charla will be attending Dawson Community College in Glendive and course of study is undecided at this time. Congratulations to both of these students.

Thank you employers for supporting the JSEC seminars as the proceeds from the employer seminars fund the scholarships!

## **LEGISLATIVE SUMMARY**

### ***Just a Reminder—Several bills of particular interest to the business community include:***

*Effective FEBRUARY 19, 2001—House Bill 194: Revises the language relating to overtime and minimum wage exceptions for outside sales positions to confirm with the Federal Labor Standard Act. Outside sales employees are exempt from overtime and minimum wage laws.*

*Effective MAY 1, 2001—House Bill 463: Provides that an individual who leaves work or is discharged because of circumstances resulting from domestic violence can receive unemployment benefits. However, the unemployment benefits will NOT be charged to the employer's account.*

*Effective OCTOBER 1, 2001—Senate Bill 229: States that it is not marital status discrimination to hire a person's spouse.*

*New hires after OCTOBER 1, 2001—Senate Bill 4: Clarifies that during the probationary period of employment, employment may be terminated at the will of either the employer or the employee on notice to the other for any reason or for no reason. It also states that if an employer does not establish a specific probationary period, or provided that there is no probationary period prior to or at the time of hire, there is a probationary period of 6 months from the date of hire. While this law implies that you can terminate a probationary employee for "any reason or no reason", you cannot do so in violation of your written personnel policies, or in violation of other laws.*



## **FREE 5-IN-1 MANDATORY POSTERS**

If you are unsure what posters you need to post in your business, the following federal posters are required:

- Equal Employment Opportunity
- Family Medical Leave Act (Employers with 50 or more employees in a 75-mile radius)
- Federal Minimum Wage (must be displayed on an employee bulletin board)
- Job Safety and Health (OSHA)
- Polygraph (does not apply to public employers)

In addition to the above-mentioned federal posters, employers are required to post proof of Unemployment Insurance coverage and Workers' Compensation coverage. You receive posting notices when you submit the paperwork for Unemployment Insurance and Workers' Compensation coverage.

If you would like a **free** copy of the new 5-in-1 mandatory poster, please contact June Littlefield, Business Advocate, Lake County Job Service Workforce Center, 883-7883.

## Other Newsletters

### Volume 1

Child Labor Laws/Job Application Inquiries

### Volume 2

Employment Retention/Tips on Providing & Checking References

### Volume 3

Job Descriptions

### Volume 4

Performance Appraisals

May download at:

[jsd.dli.state.mt.us/local/polson](http://jsd.dli.state.mt.us/local/polson)

Or call June Littlefield 883-7883



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